Undergraduate Tuition Remission Program at King’s College

All Categories

The College provides educational benefits to full-time employees of the College who are academically qualified and in agreement with the enrollment guidelines of the College. Employees wishing to take advantage of this benefit are required, prior to each session, to complete the Tuition Remission Application in the Human Resources Department for either themselves, their dependent applicant or non-dependant son/daughter up through and including age 29 who already possesses a baccalaureate degree. All educational benefits are provided during the period of active employment by the College and cease when the individual is no longer employed. Exceptions from this norm are stated below. Educational benefits in all cases pertain to tuition assistance and are exclusive of all fees. Tutorial costs, independent study costs, and off-campus programs are not covered by educational benefits. Tutorial services provided by the Academic Skills Center are available at no cost to all students. The general policy of the College regarding scholarships and grants shall apply; state monies and other resources must be explored and utilized with the College supplementing the award to the extent of its financial commitment. In determining whether registration in any course is sufficient to offer the course, the College will not count employees, eligible children up though and including age 29 and/or their dependents.

Full-time Employees

Full-time employees are normally eligible after 90 days of service to take regular credit courses at the College without charge. Employees are eligible for part-time tuition remission benefits at a maximum of two courses per session. Normally classes are to be taken outside of the employee’s regular work schedule. Employees need to receive permission from their supervisor concerning the number of classes taken, and the site supervisor must indicate approval by signing the supervisor authorization portion of the Tuition Remission Application. Special attention should be first given to the department’s workload.

Part-time Employees

Part-time administrative, professional, and support staff employees, who work a minimum of 20 hours per week for at least 35 weeks per year are normally eligible after 90 days of service to take regular credit courses at the College without charge. Employees are eligible for part-time tuition remission benefits at a maximum of one course per semester. Classes are to be taken outside of the employee’s regular work schedule. Employees need to receive permission from their supervisor concerning the number of classes taken, and the site supervisor must indicate approval by signing the
supervisor authorization portion of the Tuition Remission Application. Special attention
should be first given to the department's workload.

Dependents of Full-time Employees

Dependent sons/daughters, sons/daughter up through and including 29 years of age
who already possess a baccalaureate degree and spouses of exempt employees,
including King’s College ROTC Professional Staff, are immediately eligible to apply for
full-time remission. A non-exempt employee’s dependent sons/daughters,
sons/daughters up through and including age 29 who already possesses a
baccalaureate degree and spouses are granted 100% tuition remission after completing
one-year of full-time service. The year of service must be completed by the employee
prior to the opening of the semester for which the benefit is granted. Both cases are
exclusive of fees. A son/daughter applicant is only eligible for tuition remission if the
son/daughter possesses a baccalaureate degree and the son/daughter is up through
and including 29 years of age or is listed as a dependent son/daughter on the
employee’s most recent tax return as defined by the Internal Revenue Service tax
reporting guidelines. Classes attended can be in regular day school sessions, summer,
and evening sessions. If the dependent son/daughter, child is up through and including
age 29 who already possesses a baccalaureate degree or spouse is maintaining part-
time status, classes may also be taken on weekends.

The employee needs to complete the tuition remission application in the Human
Resources Department prior to enrollment of each semester. The employee must
furnish a copy of his/her most recent tax return showing the son/daughter as a
dependent on his/her tax return or provide proof of the conferral of the baccalaureate
degree if the son/daughter is no longer a dependent and is up through 29 years of age.

Termination of employment or change of status to less than full-time employment will
immediately terminate dependent and non-dependent tuition benefits. Student
enrollment continued after a termination or change in status occurs during a semester
will require payment of the pro-rated tuition balance. However, benefits remain intact
for undergraduate enrollment, at King’s College only, in the following instances:

- In cases where a member of the full-time faculty, administration or support staff
  becomes deceased, disabled or retires under the College’s approved retirement
  program (Transition Program), each dependent who is already matriculated and
  receiving dependent tuition benefits at King’s College at the time will continue to
  be eligible for such benefits. These benefits will continue for undergraduate
  enrollment at King’s College until the dependent receives his/her baccalaureate
degree or is no longer a dependent, which ever comes first.
- A dependent of a member of the full-time faculty, administration or support staff
  will be eligible for undergraduate tuition remission benefits at King’s College after
  the employee’s retirement, disability or death if:
The dependent meets the admission requirements of King’s College and the program applied
- If the deceased, disabled or retired employee (Transition Program) has completed at least five years of full-time employment immediately prior to the employee’s death, disability or retirement.

**Tuition Remission for Dependents at Other Institutions:**

Other than King's College, various tuition remission benefits are also available for dependents of full-time active employees of King’s College at Misericordia University, Wilkes University, and Wyoming Seminary. In addition, the College participates with Tuition Exchange, Inc. and CCTE (Catholic Cooperative Tuition Exchange) which are open to dependent children. The College also has an agreement with several Holy Cross colleges and universities. University of Notre Dame: benefit applies only for brothers/sisters, nieces/nephews of members of the Holy Cross working at the University (full tuition) and members of the Holy Cross not working at the University (2/3 tuition). No other tuition exchange program is available for University of Notre Dame. University of Portland: full tuition benefits for brothers/sisters, nieces/nephews of members of the Holy Cross working at the University. Stonehill College: full tuition benefits for brothers/sisters, nieces/nephews of members of the Holy Cross working at the College, full tuition remission for children of faculty/staff working at King’s College and Our Lady of Holy Cross (New Orleans). The Director of Financial Aid can provide full details on these programs. Employees will follow all guidelines for these programs. Please note that the percentage of tuition remission, credit limitations, semester eligibility and minimum service requirements vary by institution and are not the same benefits a dependent would be eligible for as outlined in the policy above when attending King’s College.

Effective Date: 7/1/14